

# Aditi Munda

## Personal information

DOB: 16<sup>th</sup> October  
1992

Gender: Female  
Address: Mira rd,  
Thane.

Working-age: 4 years  
2months

## Contact information

Ph no: 9137227714

Email:

aditi.munda@gmail.co  
m

## Education background

Major: Mechanical  
Engineering  
Bachelor of Technology,  
BPUT (Bhubaneshwar)

## Personal Interest

Riding, traveling,  
hair styling, cleaning....

## Work Experience

Shree Manjunath Engineering Precision Tools Pvt. Ltd - **Engineering Sales & Support (July 2019-March 2021)**

- ❖ To develop Purchase orders in CRM Software and further follow up for Quotation.
- ❖ Sourcing for the new product/Enquiry
- ❖ Supporting Managers and Engineers updating about PO
- ❖ Customer and logistics management.

NALCO - **Industrial Trainee (January 2017- January 2019)**

- ❖ Extraction of Daily Report(Dispatch Instruction status, Production report, MOU Report) in SAP - Marketing
- ❖ Checking of all relevant data for Dispatch Instruction-based documents and completion of Dispatch Instruction by the contents of Advance Collection Number/ RTGS/ LC/ CREDIT BALANCE.
- ❖ Dispatch Instruction updating after price revision & Short closing of Dispatch Instruction's for adjustment against the issuance of Dispatch Instruction

The Pioneer Organization- **Business Associate (July 2016- December 2016)**

- ❖ Client representation.
- ❖ Provide customers with information about items.
- ❖ Ring up purchases.
- ❖ Elevate complaints to management.

## Additional Skill

- ❖ Google Analytics
- ❖ CRM Software
- ❖ SAP- Marketing
- ❖ CAD/CAM Software
- ❖ MS Office

## Key skills

- ❖ I believe and ensure that I can provide a service or rather task faster than others without compromising quality.
- ❖ Self-motivated, open to learning with an extremely positive attitude
- ❖ Active, energetic, responsible with good motivating skills.